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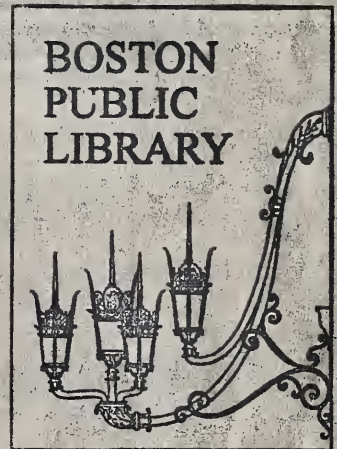
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BOSTON PARTNERS IN URBAN RECREATION

Request for Proposal



**City of Boston
Kevin H. White , Mayor**

**Boston Parks & Recreation Department
Robert R. McCoy , Commissioner**

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BOSTON PARTNERS IN URBAN RECREATION

Request For Proposal

The City of Boston Parks and Recreation Department has been awarded a Department of Interior Urban Parks and Recreation Recovery Program Innovation Grant to establish the Boston Partners in Urban Recreation Program. Through this program, the Parks and Recreation Department will establish, over a two year period, a network of parks and recreation facilities that are managed and maintained by community organizations. A total of \$300,000 is available over the two year period for community incentive grants.

The community incentive grants will allow neighborhood organizations to address parks and recreation issues that are important to their community and develop a responsive community based program. Community organizations can develop joint projects which will respond to a specific parks and recreation need of a series of neighborhoods. To be funded, community designed programs must achieve the following objectives:

- Contribute to the expansion of parks and recreation services in the City of Boston.
- Establish a self supporting program over two years that will be viable without public funding.
- Contribute to the maintenance of a park or recreation facility either in a major or minor way.
- Develop methods of using volunteers.
- Encourage broad based support among neighborhood business, civic, education, social organizations and institutions for the community based program.
- Develop an organization which with the training provided by Boston Partners will be able to administer the community parks and recreation management program without assistance of public funding.
- Demonstrate effective use of funds and resources particularly through collaborative projects among community groups for the management of a network of parks and facilities.

INSTRUCTIONS

- . Proposals for the Boston Partners in Urban Recreation Grants must use the enclosed application form.
- . Answers should be kept brief and concise.
- . If answers should require additional space, one additional page may be used.
- . Applications are due Friday, January 28, 1983 by 5:00 p.m. in Room 816, Boston Parks and Recreation Department, Boston City Hall, Boston, Mass 02201.
- . A session to answer questions about the proposal application will be held December 16th at 7:30 p.m. in Room 801, Boston Parks and Recreation Department, One City Hall Plaza, Boston, Mass 02201.
- . Applicants will be notified of funding decisions during the first two weeks of March.



BOSTON PARTNERS IN URBAN RECREATION

ELIGIBILITY:

All Boston community organizations and neighborhood groups who are concerned about a particular parks and recreation issue in their neighborhood are eligible applicants. Included would be private non-profit organizations, civic, and social groups, community development corporations, athletic associations and parks interest groups.

The organizations must officially hold non-profit organization status and must provide a copy of their 501 C-3 letter from Internal Revenue Service. Organizations or individuals that do not hold official non-profit status may be sponsored by a non-profit organization as an "umbrella", i.e. fiscal conduit.

FUNDING LEVELS:

The amount available for the first year of funding is \$175,000. Funding will be awarded for the following programs.

<u>Amount</u>	<u>Number of Grants</u>	<u>Description</u>
\$15,000-\$30,000	0-3	Operation of a Park and Recreation building not currently operational or operating substantially below capacity.
\$ 5,000-\$15,000	1-4	Provide programming and services in a park or recreation facility.
\$ 500-\$ 5,000	30-40	Provide limited services in a park or recreation facility.

MATCHING REQUIREMENT:

Year I grants must be matched by 30% with locally raised funds. Funds must be raised during Year I. Year II grants must be matched by 50% with locally raised funds. In-kind contributions will not count towards the matching requirement, although they will strengthen the overall proposal. Non-cash donations of materials (such as hand tools) or direct services solicited specifically for the proposed program will be accepted in meeting the match requirement. Administrative and overhead costs (such as office space) cannot be used for the 30% match.

DURATION OF PROGRAM:

Funding requests should be for a maximum of twelve months, however, programs should be for a twenty four month period. Programs will be evaluated at the end of the first year and decisions for second year funding will be made at that time.

FUNDRAISING PLAN:

Plans for fundraising the cash match should be based mainly on the community's resources rather than on foundations or corporate grants. Potential sources of community funding include local merchants, businesses associations, membership dues, fees, raffles, bingos, special events, etc.

GRANT FINANCIAL INFORMATION:

All Boston Partners community incentive grants are reimbursement grants. Services must be delivered before payments can be made. Payment requests may be submitted on a monthly basis. There will be approximately a two week processing period before payments are received.

Once decisions are made on the basis of the proposal applications, successful applicants will begin the contracting period. Four to eight weeks will be needed to execute the contracts. Therefore, organizations that propose projects with early start up schedules should be prepared to wait up to ten weeks for their first payment.



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BOSTON PARTNERS IN URBAN RECREATION

Applications should be submitted to the Boston Partners in Urban Recreation Program, Parks and Recreation Department, Room 816, Boston City Hall, Boston, MA 02201.

I. Applicant Organization

Name: _____ President: _____

Address: _____

Telephone: _____

Contact Person: _____ Telephone: _____

Name of Umbrella Organization (if needed) _____

II. Description of Applicant Organization

A) What is the purpose of the organization?

What is the history of the organization?

What neighborhood/community does the organization represent?

II. Description of Applicant Organization
(continued)

B) What is the organization's previous experience with
parks and recreation activities?

C) What is the organization's experience managing money
and administering programs?

D) What is the organization's experience managing volunteers?

III. Project Design

A) What is the project?

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B) Why is the project important?

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

C) Are there other organizations/agencies that will be involved in the project? If so, describe their involvement.

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III.D) Project Management Plan
(continued)

Project Budget:

<u>Title/type of personnel</u>	<u>Number of personnel</u>	<u>\$ Amount</u>
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Total: _____

<u>Supplies and materials</u>	<u>\$ Amount</u>
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Total: _____

<u>Other</u>	<u>\$ Amount</u>
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Total: _____

Total Project Grant: _____

Amount of Grant Request: _____

Amount of Cash Match: _____

Project Budget:

<u>Supplies and materials</u>	<u>\$ Amount</u>
rakes, brooms, shovels	\$300.00
trash bags	\$150.00
plantings	\$150.00
wheelbarrow	\$ 50.00
Total:	\$650.00

<u>Other</u>	<u>\$ Amount</u>
Refreshments for 4 clean-up events	\$ 50.00
Volunteer T-shirts	\$ 50.00
Printing of flyers and posters	\$275.00
Total:	\$375.00

Amount of Grant Request: \$2,467.50

Amount of Cash Match:\$1,057.50

PROJECT CALENDAR

[illegible]

PROJECT CALENDAR

MAY 1, 1983 - APRIL 30, 1983

ACTIVITY	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	MONTH 7	MONTH 8	MONTH 9	MONTH 10	MONTH 11	MONTH 12
Hire volunteer coordinator												
Print flyers for volunteers												
First volunteer meeting												
First neighborhood clean-up day												
Volunteer crew schedule developed												
Volunteer crew												
Second neighborhood clean-up												
Raffle committee meeting												
Raffle campaign												
Raffle drawing												
Third neighborhood clean-up												
Fourth neighborhood clean-up												

III.D) Project Management Plan

Staffing

Paid Staff:

How many paid staff does the project involve?

What is the scope of responsibility?

Who will supervise the paid staff?

What hours will they work?

Over what period of time will they work?

Voluntary Staff:

How many volunteers does the project include?

What is the scope of responsibility?

Who will supervise the volunteers?

What hours will they work?

Over what period of time will they work?

III.E) Fundraising Plan

What is the organization's plan for locally raising the 30% Year I cash match?

What types of fundraising activities has the organization successfully implemented in the past?

III.F) Which Parks and Recreation Department activities will need to be co-ordinated with your project:

Maintenance

Trash Collection	_____	Tree Work	_____
Grass Mowing	_____	Field Lining	_____
Horticulture	_____	Building/Equipment	_____
		repairs	

Recreation

Field Scheduling _____ Special Activities _____

IV. How does the project fit into the organization's long range plans?

V. What are the organization's plans for the Year II project? (Describe briefly)

VI. Letters of support from any individuals or organizations contributing time or resources to the project.

CRITERIA

- A. Applicant's qualifications particularly with regards to parks and/or recreation projects.
- B. Quality of Project
 - 1. Contribution to the expansion of parks and recreation services.
 - 2. Utilization of community resources.
 - 3. Collaboration with other community organizations.
 - 4. Responsiveness of proposed activities to stated need.
 - 5. Reasonableness of management plan.
 - 6. Clarity and reasonableness of budget.
 - 7. Quality of method of using volunteers.
- C. Quality of Fundraising Plan
 - 1. Utilization of local sources of funding.
 - 2. Establishment of partnerships with local businesses.
 - 3. Potential for project continuation after Year II of grant subsidy ends including realistic fundraising plan.

